

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[ZRC Name]  
[ZRC Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for [specific program/type of position] at [ZRC Name] for the [academic year/term starting date]. I appreciate the opportunity to join such a prestigious organization and am excited about the experiences that lie ahead.

I confirm my acceptance under the terms outlined in your offer letter dated [date of offer letter]. Please let me know if there are any further steps I need to take or documents I should provide before my start date. Thank you once again for this opportunity. I look forward to contributing positively to the [ZRC Name] community.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position (if applicable)]